

MANUFACTURED HOMES AND RESIDENTIAL FACTORY BUILT BUILDINGS PLAN SUBMITTAL CHECKLIST

BUILDING DIVISION

The following checklist includes all items for an administrative complete manufactured housing building permit submittal.

An administratively complete submittal to the Building Division is achieved when a completed application is received along with all of the plans and information contained within the checklist. Additionally, all required permits and approvals from the other County Development Divisions including but not limited to Planning and Zoning, Environmental Quality, Engineering Divisions shall be obtained as part of an administratively complete building permit. Until the administrative completeness is obtained the permit will be kept in a "Pending" status. If the application remains incomplete for a period of 180 days the application will be denied as incomplete and all deposits are non-refundable.

Review of Building Plan Submittals by the Community Development Department is to establish conformance with the Adopted Zoning and Building Ordinances, Codes, and all applicable Federal and State laws and Requirements.

Plan Review Time Frames:

Once an application is deemed administratively complete the substantive plan review will begin. During the substantive review timeframe, one written request for additional information may be made to the applicant.

Additional request for information for both the administratively complete submittal and the substantive review may be obtained from the applicant and in accordance with the Arizona Revised Statutes § 11-1605 (E) and (G).

The total time for approval or denial of the Building Division residential building permits are as follows: These times start when the permit is 100% administratively complete.

Building Division	Administrative Complete:	Substantive Review:	Overall Time Frame:
Manufactured Homes:		7 Calendar Days	7 Calendar Days
Residential Factory Built - Building:		7 Calendar Days	7 Calendar Days

Additional request for time extension for Substantive Plan Review may be given from the applicant and in accordance with the Arizona Revised Statutes § 11-1605 (H).

CHECKLIST FOR ADMINISTRATIVE SUBMITTAL OF MANUFACTURED AND FACTORY BUILT HOMES BUILDING PERMIT:

The Building Official is authorized to waive the construction documents, if he determines they are not necessary.

For minimum plan requirements please reference **Building Permit Procedures and Minimum Plan Requirements for Residential Projects** this will ensure a timely review. **1 complete set of construction plans are required with 2 scaled site plans. Checklist as follows:**

Application and Site Plan

- Pre-approved site plans. (When applicable)
- Complete the application form, application form will only be accepted if all requested information is supplied or if provisions are otherwise made.
- If the applicant is not the Owner, Contractor or state of Arizona Registrant of the subject project, an Owner Authorization for Submittal and Release of Construction Document to obtain building permits letter.
- If the subject project is for sale or is rental, a licensed contractor shall be required to perform the work.
- Complete site plans.
- Submit the Right of Way, Grading & Drainage and Hydrology Application with the Building Permit Application, Provide 1 site plans with the Right of Way, Grading & Drainage and Hydrology applications. (When applicable)
- Copy of a complete site plan and 1 extra copy of the floor plan for Environmental Quality. (When applicable)
- When the project is located in an area with a Home Owners Association. HOA approval is required.
- Contractor's information.

Manufactured Homes

- Floor Plan – Scaled Drawing
- Marriage line column loads and locations with manufactured home installer manual.
- Proof of roof live load on the manufactured home.
- Proof of year of construction of manufactured home.
- Provide manufacturers specifications on anchorage system.
- When installing attached accessory structures (stem-wall, wood skirting, CMU (block) skirting, garage, awnings, perimeter foundation walls, porches, retention walls or stem wall, engineered foundation and details shall be provided and appropriately stamped by the Office of Manufactured Housing. (A separate Building permit is required.)

Factory Built Buildings

- Floor Plan – Scaled Drawing
- Proof of year of construction of home.
- Proof of the roof pitch on the home.
- Plans need to be stamped D-FB by the Office of Manufactured Housing
- Proof of the material used for siding on the home.
- Letter on overhang being a minimum of 12”.

- Engineered foundation plan with details, approved and stamped by the Office of Manufactured Housing.

Division Approvals

NOTE: Applications will be accepted without the approvals from Planning and Zoning, Environmental Quality and Engineering, however the Building Permit Application will not be deemed administratively complete without the approvals from these divisions.

- Approval from Community Development Planning and Zoning. (When Applicable)
- Approval from Community Development Environment Quality. (When applicable)
- Approval from Community Development Engineering on Grading. (When applicable)
- Approval from Community Development Engineering on Right of Way Encroachment. (When applicable)
- Approval from Community Development Engineering on Hydrology Inspection and Review. (When applicable)

Non-Refundable Deposit:

Make checks payable to Coconino County Community Development.

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| • Manufacture Home Fee | \$230.00 |
| • Factory Built Buildings Deposit | \$300.00 |

Final Fees are based on square foot valuations of the different classifications of the structures, Plumbing, Mechanical, Electrical fixtures, Mileage, Hours & Sheets copied, and Bid Valuations when applicable. These fees are paid at the time of issuance of the building permit. A Break down of these fees may be requested at Coconino County Community Development.

PLANNING AND ZONING REQUIREMENTS

Planning and Zoning Review Process for Residential Building permits

Administrative Review

Administrative completeness shall be determined within fourteen (14) calendar days of submittal of a building permit application. Required plans must meet the minimum standards as specified in the Minimum Residential Building Plan Requirements and must include the following:

- Site plan
- Foundation plan
- Floor plan
- Elevations

Additionally, administrative review will not be complete until all other permits and approvals have been obtained. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.

Substantive Review

Substantive Review will be completed within fourteen (14) calendar days from the determination that the application is administratively complete. One written request for additional information may be made to the applicant during this review process. Review includes proposed and existing use compliance, Zone development standards compliance (setbacks, structure height, building separations, etc.), and floodplain review and analysis.

During review, it may be determined that additional permits or approvals may be required. These items can include, but are not limited to:

- Conditional Use Permit
- Variance
- Administrative Adjustment
- Abandonment
- Zone Change
- Temporary Use Permit
- Floodplain Permit
- Sign Permit

Other agency approvals (such as from ADOT or ADEQ)

The total time for the approval or denial of the Planning and Zoning residential building permit review is twenty-eight (28) calendar days. Timeframes are suspended and may be waived in accordance with ARS § 11-1601 et sec.

